Instructions to download and then upload Attachment B into TX-UNPS

Download

1. On the blue menu bar, select **Applications**. The Applications menu screens displays.
2. Under the Item list, select **Download Forms**.
3. Select **SNP-007 Attachment B: Meal Count & Collection Procedures**.
4. A pop up will automatically appear, select Save and this will save the form to your computer.
5. Open the saved file on your computer and fill in the required data.
6. Save the file when finished.

Upload

1. On the blue menu bar, select **Applications**. The Application menu screen displays.
2. Under the Item list select **Application Packet**. The Application Packet Screen displays.
3. Select **Details next to Checklist Summary.**
4. Select Contracting Entity.
5. Select the paper clip. The Checklist File Upload Details screen displays.
6. Use the **Browse** button and select the file to upload.
7. Select **Save**
8. Select **Back** and then **Submit for Approval**.

Final Steps to Submit Attachment B

1. On **Checklist Summary** screen, click the box under **Document Submitted to TDA.**
2. Click **Save.**